

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V
 Regional Center Site, Rawis, Legazpi City, Albay
REQUEST FOR QUOTATION

Company Name: _____
 Company Address: _____
 Contact No.: _____
 PhilGEPS Certificate No.: _____

P.R. No. IB GOP 2025-DSWD-017
 Date: April 21, 2025
 Mode of Procurement: Section 53.1 Two Failed Biddings
 TIN: _____

Please quote your lowest government price for the following item(s) specified below. Check/tick the "COMPLY" box if bidder complies with the specifications. A quotation containing unchecked/unticked "COMPLY" boxes would be automatically rated as "FAILED".

ITEM NO.	QTY.	UNIT	ITEM DESCRIPTION AND SPECIFICATIONS	Kindly CHECK to signify compliance to the specs.	UNIT COST	TOTAL COST
			Provision of Food, Venue, and Accommodation for the conduct of EPAHP Regional Convergence Team Year-End Assessment and Planning Workshop			
			LOT 6			
			Venue: Hotel in Legazpi City			
			November 20, 2025			
	40	Pax	AM Snacks, Lunch, and PM Snacks	<input type="checkbox"/> Comply		
	20	Pax	Venue Rental	<input type="checkbox"/> Comply		
	20	Pax	Dinner, and Accommodation	<input type="checkbox"/> Comply		
			November 21, 2025			
	20	Pax	Breakfast	<input type="checkbox"/> Comply		
	40	Pax	AM Snacks, Lunch, and PM Snacks	<input type="checkbox"/> Comply		
	20	Pax	Venue Rental	<input type="checkbox"/> Comply		
			Note: Please see the attached Standard Requirements for Venues and Accommodation (ANNEX 6)	<input type="checkbox"/> Comply		
			Amenities:			
			Stable internet connection and WIFI (at least 35 mbps internet connection)	<input type="checkbox"/> Comply		
			Basic sound system and projector	<input type="checkbox"/> Comply		
			Additional Note: In case of fortuitous events or other circumstances in which the number of participants is reduced adjustments shall be made prior to the conduct of the activity or in the succeeding days	<input type="checkbox"/> Comply		
			Approved Budget for the Contract:			
					PHP 74,000.00	

- IMPORTANT REMINDERS:**
- Price quotation/s must be valid for a period of 30 days from the date of submission.
 - DELIVERY PERIOD:** As specified in the contract.
 - PLACE OF DELIVERY:** As specified in the contract.
 - The project shall be AWARDED:** (a) as one contract (b) separate contract per lot (c) separate contract per item
 - TERM OF PAYMENT:** CHARGED ACCOUNT, unless specified. 30-60 days from the receipt of Statement of Account / Billing.
 - LIQUIDATED DAMAGES:** One-Tenth Of One Percent (0.001) of the cost of the unperformed portion of the contract for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the DSWD FOV may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
 - The Supplier/Contractor acknowledges and agreed that any acts falling under section 65 (Offenses and Penalties) and Section 69 (Imposition of Administrative Penalties and Blacklisting) of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act), as well as other relevant procurement laws and regulations, shall subject the Supplier/Contractor to blacklisting, administrative, civil, and/or criminal liabilities in accordance with applicable laws and regulations.
 - Required documents to submit:
 - Valid PhilGEPS Registration Certificate (Platinum Membership) all pages
 - Valid Mayor's or Business Permit
 - Latest Income Tax Return
 - As a condition for AWARD, you will be required to submit the following documents:
 - Omnibus Sworn Statement
 - _____
 - For any clarifications, you may contact the BAC Secretariat through procurement.fo5@dswd.gov.ph or 0910-017-0818
 - Submit your quotation duly signed by you or your duly authorized representative not later than the deadline on **April 28, 2025, 12:00 pm**

KIMBERLEE G. LANUZA
 AO II/Procurement Section Head

 Signature Over Printed Name of Convasser

 Signature Over Printed Name of Bidder

STANDARD REQUIREMENTS FOR VENUES OF DSWD ACTIVITIES

FUNCTION ROOMS:
<input checked="" type="checkbox"/> Sound system with at least <u>2</u> microphones (preferably wireless)
<input type="checkbox"/> Whiteboard with eraser
<input checked="" type="checkbox"/> Free use of LCD projector & LCD screen
<input checked="" type="checkbox"/> Free use of electricity when using equipment/laptops
ACCOMMODATION:
<input checked="" type="checkbox"/> Air-conditioned
<input checked="" type="checkbox"/> Bedroom accommodation with individual bathing and toilet facilities
<input checked="" type="checkbox"/> Room arrangement – Single bed occupancy; No double-decked beds (Maximum of 4 beds in a room)
<input type="checkbox"/> Housekeeping everyday
<input checked="" type="checkbox"/> Toiletries and towels are provided every other day
<input type="checkbox"/> With complimentary purified drinking water provided daily
FOOD REQUIREMENTS:
<input checked="" type="checkbox"/> The Service Provider (SP) shall provide a menu for the selection of the end user
<input checked="" type="checkbox"/> The menu shall include three viands (Pork, Chicken, Beef or Fish), vegetables, soup and dessert (No dory fish in the menu)
<input checked="" type="checkbox"/> Free-flowing coffee and water
<input checked="" type="checkbox"/> Plated A.M. and P.M. snacks,
<input checked="" type="checkbox"/> Assisted Breakfast, Lunch and Dinner Buffets
<input checked="" type="checkbox"/> Can accommodate the request of participants with special dietary meals/non-pork eaters or Muslim participants
OTHER REQUESTS & SPECIAL INCLUSIONS: <i>Only items with ticked marks are needed for the activity.</i>
Hall Arrangement (<i>Select only one</i>): <input type="radio"/> Round <input checked="" type="radio"/> U-shaped <input type="radio"/> Classroom <input type="radio"/> Theatre <input type="radio"/> Boardroom <input type="radio"/> Fishbone
Room Arrangement (<i>Select only one</i>): <input type="radio"/> Maximum of 4 beds in a room <input type="radio"/> Dorm type - Maximum of 6 beds in a room
<input checked="" type="checkbox"/> Air-conditioned function rooms
<input checked="" type="checkbox"/> Provision of backdrop and welcome streamer/lobby posting (end-user to provide the design)
<input checked="" type="checkbox"/> Secretariat table
<input checked="" type="checkbox"/> No middle obstructing post/structure
<input checked="" type="checkbox"/> Free use of extension wires
<input checked="" type="checkbox"/> Philippine flag with stand
<input checked="" type="checkbox"/> Free and reliable wireless connection
<input checked="" type="checkbox"/> With accessibility features (at least ramp and/or elevator)
<input checked="" type="checkbox"/> Venue must be spacious enough for various activities (based on the activity design)
<input checked="" type="checkbox"/> Activity Hall/Venue must have free and reliable wireless connection
<input checked="" type="checkbox"/> With stand-by fully functional generator set

Audio-visual operator

For this training, it requires 1 session hall/s. Additional free use of an LCD projector, LCD screen, laptop, and extension wire should be provided.

 breakout rooms/areas with tables and chairs for small group sessions

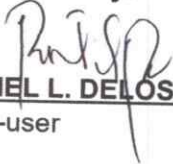
Shuttle vans to pick up participants from and to the airport (for CO-initiated activities)

FOR TEAM BUILDING ACTIVITIES:

With wide lawn (grass) for outdoor activities

With a swimming pool (at least 5')

Requested by:



ROMEL L. DELOS REYES

End-user

Conforme:

Service Provider